

HAMILTON COUNTY  
BOARD OF MENTAL RETARDATION & DEVELOPMENTAL DISABILITIES

BOARD MEETING  
Tuesday, February 14, 2006

BOARD MEMBERS PRESENT: Mrs. Shelley Goering, President  
Mr. Gregory Webb, Vice President  
Mr. Robert Hall  
Mr. Martin Miller

ABSENT: Mrs. Lynn K. Sundermann, Secretary  
Mr. Scott Harsh

Mrs. Goering called the February 14, 2006 meeting to order at 5:20 p.m.

**Mr. Miller moved approval of the minutes of the January 14, 2006 Board Meeting as mailed. Mr. Hall seconded the motion, and it passed unanimously.**

**SUPERINTENDENT'S REPORT – Reported by Ms. Phipps**

Ms. Phipps updated the Board on the following issues.

The 5<sup>th</sup> Annual Awards Banquet will be held on Monday, March 6. It is one of our greatest nights of the year as it offers an opportunity to recognize the people whose hard work and accomplishments make our agency so great.

The school consolidation process is moving forward. Staff, students and families at Breyer all know where they will be going in August of 2007. Rost School recently sponsored a Friendship Dance for all Breyer students who will be transferring to Rost, and Fairfax School is planning an Olympic Event for the students who will be transferring to Fairfax.

We are continuing to work with Help Me Grow (HMG) to improve services to families of children age birth to three. In order to help the HMG system “catch up” and have resources to serve 157 families waiting for services, we have asked 5 of our most experienced early intervention specialists to take on the role of service coordinator for families they are currently serving. This would mean an immediate 100+ available openings for Help Me Grow service coordinators to begin serving the 157 families. Parents served by the five early intervention specialists will be asked to voluntarily make the switch from their HMG service coordinator. Parents' wishes will be honored if they do not want to switch. This is one way for us to provide an immediate solution that does not disrupt a family, since they already have a relationship with their MR/DD early intervention specialist. The goal is for all changes to be made by the end of February.

We recently requested and received 300 additional Level I Waivers from ODMR/DD. We have approximately 300 individuals on our Level I waiting list, and we will be able to serve all those people as a result of this new allocation. These are the last of the waivers ODMR/DD has available.

The “Summer Adventures for All Kids” expo will be held on Saturday, March 18 from 11:00 a.m. to 4:00 p.m. at Cincinnati Mills. This expo will put families in touch with local vendors throughout southwest Ohio who offer summer activities for children of all ages, needs and abilities.

The Ohio Association of County Boards of MR/DD will sponsor a “Boards That Make a Difference” training seminar on Thursday, April 13 from 5:30 to 9:30. This seminar is open to Board members from all are counties, and will feature guest speaker Derrick Dufresne. Please contact Beth Luensman no later than March 10 to register for this training opportunity. Attendance at this training session will meet all Board training requirements for the year.

Board members received copies of agency policies on Research Projects and Confidentiality of Information About Individuals Served. This information was provided in response to some questions concerning the Ethics Council’s approval of requests to conduct research projects and protection of the confidentiality of individuals served in our programs.

The owner of the Madison Road property has signed the purchase agreement, and the agreement is now at the Prosecutor’s office for review and approval.

### **FINANCIAL REPORT – Reported by Mr. Landers**

Craig Landers, Director of Business Services, informed the Board that an interdepartmental transfer of funds for fuel purchased from Hamilton County had been applied to the 2005 budget after the printing of the preliminary financial report that was distributed at the January Board meeting. Therefore, a revised final financial statement was distributed.

Mr. Landers informed the Board that year to date revenues are approximately \$400,000 under the levy plan, primarily due to a delay in receipt of tax levy funds and a delay in receiving funds from the new DayHab billing program (which replaced the CAFS program that ended in July of 2005). Mr. Landers further stated that year to date expenses are approximately \$300,000 under plan, primarily due to our inability to make payments to contracted vendors until new contracts have been signed by those vendors.

Approval was requested for actual operating expenses of \$3,723,786.34 for the month of December 2005 with cumulative totals amounting to \$83,016,517.91 as confirmed by the Hamilton County Cash Disbursement Journal. **Mr. Miller moved that the Board approve the actual operating expenses for the month of December 2005. Mr. Webb seconded the motion and it passed unanimously.**

Approval was requested for actual operating expenses of \$7,171,392.56 for the month of January 2006 with cumulative totals amounting to \$7,171,392.56 as confirmed by the Hamilton County Cash Disbursement Journal. **Mr. Hall moved that the Board approve the tentative operating expenses for the month of January 2006. Mr. Webb seconded the motion and it passed unanimously.**

Approval was requested for estimated operating expenses of \$7,704,458.00± for the month of February 2006, subject to final approval by the Board upon confirmation by the Hamilton County Cash Disbursement Journal. **Mr. Webb moved that the Board approve the tentative operating expenses for the month of February 2006. Mr. Miller seconded the motion and it passed unanimously.**

Approval was requested for estimated operating expenses of \$7,704,458.00± for the month of March 2006, subject to final approval by the Board upon confirmation by the Hamilton County Cash Disbursement Journal. **Mr. Hall moved that the Board approve the tentative operating expenses for the month of March 2006. Mr. Miller seconded the motion and it passed unanimously.**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Beth Luensman, Administrative Assistant, presented a summary of the actions of the Ethics Council to the Board. Ms. Luensman reported that the Council has received and approved four requests.

- 1) Fonnies Lawson, a Physical Therapist at Rost School, is requesting approval to work for Cincinnati Public Schools 1 hour per week providing home based physical therapy for a student who recently received a tracheotomy and is receiving services at home.
- 2) Karen Scherch, the school nurse at Rost School, is requesting approval to work in the Pediatric Primary Care Clinic at Cincinnati Children's Hospital Medical Center five evenings per week.
- 3) Keri Smith and Karen Ober, second-year practicum students in the school psychology graduate program at University of Cincinnati, are requesting approval to conduct a functional assessment/analysis with a student who has significant learning difficulties and design a positive behavior support plan. With parental permission, the students will conduct a record and IEP review, complete a functional assessment interview with the teacher, interview the parent or student if necessary, collect classroom data, and design an intervention with a positive support plan.
- 4) Dr. Brad Eilerman of Cincinnati Children's Hospital Medical Center is requesting our assistance in conducting a research study for the Adult Down Syndrome clinic at CCHMC. The study is designed to measure the prevalence of obesity in non-institutionalized adults with Down Syndrome aged 20 and older living in the greater Cincinnati area. The study involves a maximum of one clinic visit at CCHMC to measure height and weight and may be as simple as obtaining medical records. We are being asked to assist in identifying individuals who may meet the criteria of this study. The research group will contact the identified individuals/families and invite them to participate in the study.

**Mr. Webb moved for Board ratification of the actions of the Ethics Council as presented. Mr. Miller seconded the motion and it passed unanimously.**

Ms. Phipps presented the following two-year contract for approval.

Beth Luensman, Sr. Executive Secretary, Superintendent's Office  
3/23/06 – 3/22/08

**Mr. Miller moved approval of the two-year management contracts for Beth Luensman as presented. Mr. Webb seconded the motion and it passed unanimously.**

**HEARING THE PUBLIC**

None

**BOARD IN-SERVICE**

Malti Patel, Director of Quality Assurance, and Laura DeVries, Training Coordinator, presented an update on Diversity and Cultural Competence activities throughout the agency.

**ADJOURNMENT**

Finding no further business, Mrs. Goering declared the meeting adjourned at 6:02 p.m.

Respectfully,

Mrs. Shelley Goering  
President

Mrs. Lynn Sundermann  
Secretary